



2014

LWCF / LPRF / NRTF

Application Manual

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*****All grant forms are in a single document on the RES webpage*****

[LWCF/LPRF/NRTF/RTP Grant Report and Application \(CN-0429\)](#)

Legislative Authorization

Land & Water Conservation Fund (L&WCF)

The **Land & Water Conservation Fund** (L&WCF) Act of 1965 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..." The L&WCF program provides matching grants to states and through the state to local governments and state agencies that provide recreation and parks, for the acquisition and development of public outdoor recreation areas and facilities. TDEC's Recreation Educational Services Division (RES) will administer the L&WCF grants.

Local Parks and Recreation Fund (LPRF)

The Tennessee Department of Environment and Conservation (TDEC) pursuant to TCA 67-4-409 is authorized, in cooperation with the Tennessee Department of Agriculture (TDOA) and the Tennessee Wildlife Resources Agency (TWRA), to establish the "Local Parks Land Acquisition Fund" - referred to as the **Local Parks and Recreation Fund** (LPRF). The LPRF is to provide grants to all eligible local governmental entities for the purchase of lands for parks, natural areas, greenways, and for the purchase of land for recreation facilities. The funds may also be used for trail development and capital projects in parks, natural areas, and greenways. At least 60 percent of the funds allocated will go to municipal governments as authorized by the Act. Up to 40% of the funds may go to county governments. TDEC's Recreation Educational Services Division (RES) will administer the LPRF grants.

Natural Resources Trust Fund (NRTF)

The State Treasurer, pursuant to TCA 11-14-304 is authorized to establish the **Natural Resources Trust Fund** (NRTF). The NRTF was created by the General Assembly "to protect the endowment represented by the land and minerals owned by the State; and to ensure that development of state-owned non-renewable resources will proceed in a manner which is economically sound, and that revenues received from disposal of those resources will be used for the long term public interest." Grants from the NRTF may be awarded to all eligible local governmental entities and state agencies for outdoor recreation, historical or archaeological sites, the acquisition of lands, waters, or interests in lands and waters. TDEC's Recreation Educational Services Division (RES) will administer the NRTF grants.

GENERAL PROCEDURES

Distribution of Funds

LWCF/LPRF/NRTF grants are awarded by TDEC/RES on a project-by-project basis to those applicants earning the highest rating following a competitive evaluation of eligible program applications. Each project application is evaluated based upon the Open Project Selection Process (OPSP) priority rating mechanism. When all applications have been rated and evaluated, TDEC/RES will provide a list of recommended LPRF grant recipients to TDOA and TWRA for review and subsequent approval. Projects recommended for funding through the L&WCF will be reviewed and approved by the Commissioner of TDEC, for subsequent approval by the National Park Service (NPS). Projects recommended for funding through the NRTF will be reviewed and approved by the Commissioner of TDEC. RES will determine which grant fund the project is funded by.

Grant recipients will receive funds through a reimbursement process established by TDEC/RES. Detailed instructions on this process will be distributed to grant recipients following the award announcement.

Eligible Applicants

Each county government and each incorporated municipality of the State of Tennessee may submit one LWCF/LPRF/NRTF application per grant cycle by 4 pm Central Standard Time on April 11, 2014 to:

**Tennessee Department of Environment and Conservation
Recreation Educational Services Division (TDEC-RES)
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, Tennessee 37243**

A city and/or county may apply jointly for a project in addition to their individual city or county project. **If a government entity is currently a lead grantee in an open project (LPRF, RTP, L&WCF, or HPP), they will not be eligible to reapply unless the open project is physically complete.** The Project Completion Certification (PCC) form must be submitted to RES no later than March 28, 2014. **Failure to pass your final inspection by April 11, 2014 will result in the ineligibility of your application.** All other pertinent documentation, including final reimbursement forms and supporting documentation, must be submitted to RES no later than April 30, 2014. State Agency applicants applying for L&WCF must follow the same procedure.

The three project categories are as follows:

1. Development for General Recreation –

A development project encompasses the construction, expansion, or major renovation of the following:

- a. Primary Facilities - Funds may be awarded for one or a combination of sites and facilities - Example: fishing piers, boat ramps and docks, boardwalks and riverwalks, observation towers, athletic fields, play courts, playgrounds, picnic areas, historical or archaeological sites, trails, etc. [Recreation buildings and structures are eligible facilities for LPRF only.]
- b. Support Facilities and Improvements - Funds may be awarded for support facilities and improvements. Example: parking lots, restrooms, bathhouses, access roads, landscaping, lighting, fencing, signs, ramps, etc.

2. Land Acquisition & Development

- a. *An acquisition project will acquire real property or interests and rights therein by various legal means* (land is to be used for parks, natural areas, greenways, and/or for recreation facilities).
- b. No funds deposited in the Local Park Lands Acquisition Fund from the tax levied by subsection (a) of TCA 67-4-409 shall be obligated or expended **to acquire any interest in real property through condemnation or the power of eminent domain.**
- c. Primary Facilities - Funds may be awarded for one or a combination of sites and facilities - Example: fishing piers, boat ramps and docks, boardwalks and riverwalks, observation towers, athletic fields, play courts, playgrounds, picnic areas, historical or archaeological sites, trails, etc. [Recreation buildings and structures are eligible facilities for LPRF only.]
- d. Support Facilities and Improvements - Funds may be awarded for support facilities and improvements. Example: parking lots, restrooms, bathhouses, access roads, landscaping, lighting, fencing, signs, ramps, etc.

3. Greenways and Trails Development and/or Natural Area Preservation

Project must contain greenways and trail development and/or natural area preservation.

Project Costs

- Reimbursable expenses must be incurred during the project term as established in the grant contract. However, if an applicant submits an LPRF application for land acquisition, then acquires the land while the application is being considered, that land acquisition may be reimbursed if the applicant is awarded an LPRF grant.
- The only LPRF costs eligible for reimbursement that incurred prior to the beginning of the grant term are: land acquisition/donation. All other architectural and engineering costs, planning expenses and project signage will not be reimbursed if incurred prior to the beginning of the grant term.
- Project planning expenses (i.e., architectural and engineering fees, permitting fees, project inspection, etc.) are eligible project costs provided they do not exceed 15 percent of the total project cost. If an awarded project has only been partially funded, the 15% for planning expenses will be reduced accordingly. *Note: In order for planning, administration, architectural and engineering fees, etc., to be eligible for reimbursement, there MUST be a line item designated into the budget as such in the contract.*
- A grant will not be awarded for the sole purpose of reimbursing Support Facilities, Planning, Administrative, or Architectural & Engineering costs.

Note: Reimbursements will be for cash expenditures only.

1. Accountability

The grant recipient will be responsible for the following:

- a. *Accounting System* - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for the expenditure of all grant and matching funds.
- b. *Grant and Contract Accountability Policy* - The local applicant will fulfill the conditions of the written contract. State agencies must complete an intergovernmental agreement.
- c. *Contracts* – Grantees who do not have a written local procurement procedure must follow State of Tennessee procurement policies.

Match Requirements

Match Assurance

A resolution or ordinance indicating the amount of funds requested, the source of said funds, and the applicant's commitment to match the requested amount must be included with the application. Additionally, a signed and dated statement from the chief elected or appointed official (i.e., mayor, or agency director) indicating the applicant's desire for funding and commitment to completing the project must be included. For a joint application, both Mayors must submit the required documentation.

The match requirements for LWCF/LPRF/NRTF grants are as follows:

1. ***Match Ratio*** - The government entity must match the LWCF/LPRF/NRTF grant funds with an equal amount of funds. LWCF/LPRF/NRTF grant funds must be spent on actual project costs
2. ***Eligible Match Funds*** - An applicant may utilize one or a combination of the following types of match sources for its share of project costs:

a. Development Project

- 1) Cash
- 2) In-kind services, materials, and equipment use costs
- 3) Other grants – Refer to the “Match List” in this manual to determine eligibility.
- 4) The appraised fair market value of property acquired by the government for the proposed project may be used as the match for development as long as it has not been previously dedicated to recreation and it is the site of the development in the project scope.
- 5) The appraised fair market value of real property *donated* for the proposed project may also be used as the local governments as long as it is the site of the development in the project scope.
- 6) City, county, or state owned property previously dedicated to or used for public recreation **cannot** be used as match.

b. Acquisition Project

- 1) Cash
- 2) Other grants – Refer to the “Match List” in this manual for eligibility determination.
- 3) The appraised fair market value of real property *donated* by a third party.
- 4) The appraised fair market value of property acquired by the government for the proposed project may be used as the match for land acquisition as long as it has not been previously dedicated to recreation and it is the site of the development in the project scope.

Program Funding Allocations

LOCAL PARKS AND RECREATION FUND

At least 60 percent of the LPRF annual appropriation will be allocated to municipal governments based upon the project's overall rating. The minimum grant award is \$15,000 and the maximum grant award is \$250,000. Projects are awarded based on an Open Project Selection Process (OPSP). The State reserves the right to fund a portion of a project based on the current revenue tax collection, pursuant to the TCA 67-4-409, and on the number of applications requesting funds. If the grant award is less than the amount requested, TDEC/RES will assist the applicant in preparing a revised project scope and budget prior to the signing of the contract documents

LAND & WATER CONSERVATION FUND

Allocation/distribution of the federal L&WCF apportionment is at the discretion of the TDEC Commissioner when funding becomes available. Projects are awarded based on an Open Project Selection Process (OPSP). The National Park Service (NPS) must approve projects before the grant can be awarded.

NATURAL RESOURCES TRUST FUND

Projects scored for funding under NRTF become a budget line item for TDEC. Awards will be made from this budget.

Site Control

The site of a LWCF/LPRF/NRTF development or acquisition must be permanently dedicated as a public recreation site and must be maintained as such according to the terms of the dedication. After grant award, documentation (i.e., the *Notice of Limitation of Use* (NLU) form found in this manual) must be on permanent file with the local Registrar of Deeds. A signed and/or stamped copy showing that it is on file with the local Registrar of Deeds must be received no later than the second reimbursement request; the first reimbursement request is designated as a grant acknowledgement sign expenditure only. The NLU must be referenced on the deed.

Waiver of Retroactivity for L&WCF Projects

Retroactive costs for land acquisition will not be matched under ordinary circumstances. Exceptions will be made only when immediate action is necessary and the time necessary to process an application would result in a significant opportunity being lost. The State will notify the National Park Service in writing of the necessity for action prior to taking such action and will give justification for the proposed action.

ADA Compliance

Applicants, applicant sites and projects must comply with the Americans with Disability Act (ADA). For the current best practice or best information available refer to the website: www.access-board.gov. Additional ADA information may be found at: www.NCAonline.org. All playgrounds must meet current CPSC guidelines and ASTM guidelines. All bleachers must meet current CPSC guidelines <http://www.cpsc.gov/CPSCPUB/PUBS/330.pdf>

Public Accessibility

Project sites must be accessible and open to the public during reasonable hours of operation, on a non-exclusive basis without regard to age, sex, race, religion, or similar condition. All grant projects will be managed in a safe and attractive manner appropriate for public use and not subject to exclusive use by any one organization or group.

Fees and Charges

If admission, user, or other fees are charged for the use of the land, facilities, or buildings that were rehabilitated, developed, or acquired with funding from the LWCF/LPRF/NRTF Programs, the fee structure cannot be discriminatory to non-residents of the governmental entity. Higher fees may be charged to non-residents; however, they cannot exceed twice that charged to residents.

Unsettled Claims

TDEC/RES may deny or suspend program eligibility or withhold grant funds to any applicant against which the State has an unsettled financial claim.

Utility Lines

Overhead utility lines constitute major safety concerns and detract from the natural quality of many recreation areas and must be eliminated where possible. Grantees will, therefore, be expected to:

1. *Take all reasonable steps* to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site's character.
2. *Insure that all new* electric wires under 15 KV and telephone wires be placed underground. In no case will high density recreation use areas (swimming, picnicking, etc.) be located under electric wires.

If the government agency thinks that existing overhead lines should not be removed, rerouted, or buried, a detailed explanation and justification of such (i.e., certified engineer's report) must be included in the Maintenance Narrative section within the application package.

APPLICATION REQUIREMENTS AND PROCESS

Application Submission Period

Grant applications shall be submitted **ONLY** during the announced application submission period. Applications must be **RECEIVED** by RES by the end of business (**4:00 P.M. CST**) on **Monday, April 11, 2014**. TDEC/RES has announced the application submission period to all City and County Mayors or agency officials through electronic notification and media releases. Applications submitted after the deadline will be ineligible and will be returned to the applicant.

Review of Applications

TDEC/RES will review all applications and notify any applicants of an ineligible or incomplete application **and** those projects which do not receive grant funding. Applicants with unfunded projects may request a summary of their application score no later than 6 months after grant award announcement and may request technical assistance to improve their current delivery system in order to prepare for future grant cycles.

In addition to ineligible applicant status, ineligibility can be based on the following:

1. *Inadequate verification of equal match* - (TCA 67-4-409, 11-14-307, and Public Law 88-578, 78 Stat 897) for requested funds.
2. *Ineligible expense* - Example: Any item that is not of permanent use to the project (i.e., contingency line item, hand tools, maintenance equipment; portable toilets for permanent public use, un-mounted trash cans and sporting equipment).
3. *Deficient Documentation*
 - a. Required documents - All required documents i.e., proof of site control; resolution/ordinance supporting application; statement of commitment from elected official; evaluation criteria; cost estimate; site development plan; boundary maps; topographical quadrangle maps; location maps; lease; deed; title; Tax Map (to include page and parcel number) must be included in the application.
 - b. Prescribed time period - The application must be in RES's possession by the close of business on the closing date of the application submission period.
 - c. Failure to follow format instructions - Failure to adhere to specified formatting instructions (i.e., incorrect binding, information out of order, illegible maps, etc.) will result in point deductions.
4. *Acquisition Documentation* - The applicant must have or will have clear title to the land in question, or possess a long-term lease (the lease must be for no less than 25 years), and must be entered into with a state, federal, or local government agency such as TVA, the Corps of Engineers, local school board of education, etc. for public recreation use. An acquisition that is not permanently dedicated to recreation use will be ineligible.

Application Evaluation

Each application will be evaluated based upon the information provided in the application, as well as on information and observances compiled during the actual physical inspection of each project site. Projects will be rated in accordance with the OPSP rating criteria. Final

recommendations are based upon the applicants' total ratings and will be submitted to the Commissioner of TDEC, the Commissioner of TDOA, and the Executive Director of TWRA for final approval.

Special Requirements

ACQUISITION PROJECTS

1. ***Grant Period*** - The grant recipient has **one** year from the effective date of the project contract to complete the acquisition. Grant contract dates will be included in the fully executed contract documentation.
2. ***Development*** – The grant recipient must develop the land according to the use identified in the original application within three (3) years of acquisition, if the grant project does not include development. If the grant project includes development, it must be developed in accordance with the grant requirements within the two (2) year contract.
3. ***Ownership*** - An applicant receiving assistance from the State for acquisition must have a clear title to the acquired land and must permanently commit the land to public recreation and/or public recreational use.
4. ***Application Documentation*** - The applicant will submit for TDEC/RES's approval the documentation described in the *Application Requirements Checklist*.
 - a. **Opinion of Value** – The applicant will submit to TDEC/RES at a minimum an Opinion of Value, prepared by the tax assessor or a licensed/certified real estate appraiser, which establishes the estimated fair market value of the project site. If a grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed/certified real estate appraiser in order to use the property as all or part of the match. The appraisal must be dated no earlier than twelve (12) months prior to the grant award date. The appraisal will be reviewed/approved by the TDEC/RES appraisal reviewer prior to the release of the LWCF/LPRF/NRTF money to the applicant.
 - b. **Survey** – For all acquisition projects, the applicant will submit to TDEC/RES a survey of the project site. The survey must have been performed by a registered land surveyor, and must be dated within one year of the closing date of the application submission period. The survey must possess a North arrow and the date of the survey. A legal description of the property must be included, along with the results of a title search for the property. The title search should cover a five-year period prior to the approval of the grant project.
 - c. **Boundary Maps** – The applicant will submit to TDEC/RES boundary map(s) of the site. This map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a permanent public recreation site. The boundary map should include the GPS coordinates (DMS format) for the site. For more detailed instructions, see *Exhibit 1 - Project Boundary Map*
 - d. **Topographical Maps** – The applicant will submit one color copy of a project location topographical map, indicating the quadrangle name, at a scale of 1:24,000. The map shall display the exact location of the project site with written directions from the nearest State highway. If the site is not currently a park or difficult to find, provide directions with

- landmarks. This map must be current, accurate, and legible (see *Exhibit 2 - Topographical Map*.)
- e. Copy of Tax Map (to include Map number and parcel number).

5. DEVELOPMENT PROJECTS

- a. *Grant Period* - The applicant will have **two** years from the effective date of the project contract to complete the project. Grant contract dates will be included in the fully executed contract documentation.
- b. *Application Documentation* - The applicant will submit for TDEC/RES's acceptance the documentation described in the *Application Requirements Checklist*, in this manual.
- c. *Land Value as Match* - The applicant will submit to TDEC/RES a current *opinion of value* prepared by the County Tax Assessor's office OR a licensed/certified real estate appraiser. This opinion of value will establish the approximate land value of the project site. The opinion of value must be dated no earlier than one year prior to the closing date of the application submission period. If the grant is awarded, the applicant will be required to submit a fair market value appraisal prepared by a licensed, certified real estate appraiser to establish the official land value.
- d. *Environmental Review* - Although a completed Categorical Exclusion is necessary prior to an executed contract, the Environmental Review portion will no longer be required in the application process for the 2014 grant cycle. For grant funded projects, environmental clearance from designated state and federal agencies will be obtained by the funded grantee/applicant. All required TDEC permits must be obtained by the grantee as part of the Environmental Review process. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alternation Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies.
- e. *Boundary Map* - For all projects, the applicant will submit to TDEC/RES a boundary map of the site. This map must indicate the boundaries of the site, display known easements, and be sufficient to identify the area for protection as a permanent recreation site and include GPS coordinates (DMS format) for the project site. For more detailed instructions, see *Exhibit 1 – Project Boundary map*
- f. *Location and Topographic Map* - The applicant will submit a project location map and a topographic map with a North arrow and a scale of 1:24,000 displaying the exact location of the project site with written directions from the main part of town as well as indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 2 – Topographical Map*, *Exhibit 3 - Location Map*).
- g. *Project Development* - The applicant will submit all pertinent preliminary site, floor, and elevation plans with the application. All indoor facilities **MUST** clearly indicate ADA compliance throughout the building. Ball fields, concession buildings, restrooms, swimming pools, playgrounds, pavilions, parking lots and other outdoor open space areas should provide as specific as possible plans/drawings indicating ADA

accessibility. For details regarding these plans, see *Exhibit 4 - Preliminary Site Plan* and *Exhibit 5 - Preliminary Floor and Elevation Plan*.

h. Tax Map (include page and parcel number).

COMPLIANCE RESPONSIBILITIES

Site Dedication

Land acquired or developed by the applicant with LWCF/LPRF/NRTF grant funds must be permanently dedicated as a public recreation site according to the terms of the original grant contract. After grant award, documentation (i.e., *Notice of Limitation of Use*) is to be filed with the local Register of Deeds. The *Notice of Limitation of Use* must be referenced on the deed **prior to the second reimbursement**. Applicants with leases must have a minimum **25-year lease** with a local, state, or federal agency.

Conversion

Sites with development funded by or land acquired by the grant programs administered by RES will have a Notice of Limitation of Use (NLU) recorded against the deed of the property protecting the site for public recreation in perpetuity. In certain instances it may become necessary for the protection placed on a parcel or part of a parcel to be relocated to a new parcel, converted. In this situation, the community must complete a Conversion to meet the grant requirements. If a community feels the conversion of a parcel or part of a parcel that has received past grant funding will take place, they must notify TDEC-RES at the earliest possible time to discuss options and completion of the Conversion process. Conversions are at the grantee's expense, with an acceptable conversion project involving replacement land of equal or greater fair market value and recreational utility. The conversion process should take place and be approved before any "protected" park land is removed from the public recreation inventory or ownership/dedicated use is transferred from the grantee. Conversions take approximately 18 to 24 months to complete if all items are provided and acceptable from the grantee at the start of the process. Examples of conversions include: cell tower, Boys and Girls Club operation of facility with dedicated space, emergency services buildings, etc. (**Conversions must have TDEC/RES, TDOA, and TWRA or NPS approval.**)

Non-Compliance

TDEC/RES will have the right to terminate a project contract and demand return of the grant funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the project contract will result in TDEC/RES declaring the applicant ineligible for further participation in LWCF/LPRF/NRTF until such time as compliance has been obtained to the satisfaction of the State and/or NPS.

Inspections

The TDEC/RES staff will perform grant progress inspections as necessary and a final inspection upon notification by the grantee that the project is complete. Grantee is responsible for the upkeep, maintenance and operation of the land and/or facilities developed by the grant. Five year post completion inspections (PCIs) are required to insure the facilities are still operating properly and are well maintained.

LWCF/LPRF/NRTF APPLICATION REQUIREMENTS CHECKLIST

APPLICANT: _____

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below MUST be in the order listed below and contained on a **CD OR USB DRIVE** only. All requested information MUST be included for the project. All items listed in header section below must be identified by a folder on the CD or USB drive and section requirements included in folder as a file with proper descriptive name. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

FORMS AND MATCH	CHECK-
1. Signed Tennessee LWCF/LPRF/NRTF Grant Application form	<input type="checkbox"/>
2. Project Cost Sheet	<input type="checkbox"/>
3. Development Project Cost form	<input type="checkbox"/>
4. Assurance of Match (resolution/ordinance, statement from elected official)	<input type="checkbox"/>
PROPERTY INFORMATION AND ACQUISITION	CHECK-
5. Notice of Limitation of Use form signed by the proper Government Official(s), only recorded if project is funded, required unless the acquisition is a lease. Not required if acquisition has not yet occurred.	<input type="checkbox"/>
6. Project Boundary Map	<input type="checkbox"/>
7. Project Boundary Map Certification form	<input type="checkbox"/>
8. Legal Description	<input type="checkbox"/>
9. Deed of Ownership or Lease	<input type="checkbox"/>
10. Survey (only applies to acquisition projects or projects using land value as match)	<input type="checkbox"/>
11. Title Search (Applies to acquisition projects or development projects using land value as a match; only applies if property was purchased within 1 year of grant award)	<input type="checkbox"/>
12. Opinion of Value (Applies to acquisition projects or development projects using land value as a match)	<input type="checkbox"/>
13. Tax Map (to include page and parcel number)	<input type="checkbox"/>
MAPS, PHOTOS AND DESIGN	CHECK-
14. Location and Topographical Maps and Written Directions	<input type="checkbox"/>
15. Photograph(s) of Site	<input type="checkbox"/>
16. Preliminary Site Plan w/ADA Features and dimensions	<input type="checkbox"/>
17. Preliminary Floor Plans w/ADA Features	<input type="checkbox"/>
SCORING CRITERIA	CHECK-
18. Open Project Selection Criteria (OPSP)	<input type="checkbox"/>

LWCF/LPRF/NRTF APPLICATION INSTRUCTIONS

Read these instructions carefully. Any applications which do not follow these instructions will be determined ineligible and will be returned to the Applicant.

- Applicants must submit one copy of the project CD OR USB DRIVE to the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES) **no later than April 11, 2014 at 4 p.m. CST**. Applications must include all support documentation. Hard copies may be submitted with **prior RES approval** only.
- The CD OR USB DRIVE should be formatted in labeled folders corresponding with the Application Checklist sections and including the required numbered document with proper descriptive names.
- If submitted in **pre-approved** hard copy, all support documentation in the application must have numbered tab dividers conforming to the numbered sections on the Application checklist.
- The project applications will be reviewed for eligibility, scored and ranked by TDEC-RES staff. The list of scored and ranked applications will be submitted to the TDEC Commissioner for approval.
- Project applicants will receive approval or disapproval in writing.

Application information is to be listed in the order below.

1. ***Tennessee LWCF/LPRF/NRTF Grant Application*** - Answer **ALL** questions. Also, make sure that you list the **CORRECT** Federal Congressional Representative, State Senator, and State Representative along with their **CORRECT** districts.
2. ***Project Cost Sheet*** - Answer **ALL** applicable sections.
3. ***Development Project Costs form*** - Answer **ALL** applicable sections. Be sure to list all project line items including planning expenses. Remember, site planning, architectural, and engineering or administration expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - This includes a resolution/ordinance passed by the governing body and a letter from the appropriate elected or appointed official (i.e., usually Mayor or agency director if a State application) giving assurance that the requested funds will be matched by the applicant and that the community is committed to seeing the project through to completion. The resolution must include acknowledgment of the following: 1) The source of the applicant's match funding must be indicated, if it includes donated items from a group or organization, a letter documenting the donation **must** be included, 2) a Notice of Limitation of Use (NLU) will be registered against the deed if funded and 3) the project must be completed within 2 years of the project contract start date if funded. For a joint application, both Mayors must submit required documentation.

5. **Notice of Limitation of Use (NLU)** form – In the application phase the form is to be completed and signed by the elected or appointed official who will sign the grant contract unless the acquisition consists of a lease. If the grant is awarded, the original must be filed with the local Register of Deeds, and a copy is to be to RES prior to the second reimbursement. The NLU must be referenced on the deed as evidenced by the stamp by the Register of Deeds. Note that only the reimbursement for the grant acknowledgement sign will be processed until the recorded NLU is received by RES.
6. **Project Boundary Map** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
7. **Project Boundary Map Certification form** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
8. **Legal Description** - A legal description of the project property must be submitted with the application.
9. **Deed of Ownership, and/or Lease** - A copy of any or all such applicable documents must be submitted.
10. **Survey** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey.
11. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
12. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match.
13. **Tax Map** (to include page and parcel number).
14. **Location and Topographical Maps** - Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. The topographic name and number must be included on the map. Written directions to the site must be included.
15. **Photographs of Site**
16. **Preliminary Site Plan** - A copy of the preliminary site plan for the project is to be submitted and must show dimensions of all project components, i.e. a pavilion that is approximately 50 feet by 70 feet or a walking trail that is approximately 1 mile long by 10 feet wide, location of trees that are to be removed by the project that are 5 inches or greater in diameter at breast height and location of water elements of site. These measurements are vital to the environmental review process. All projects must show ADA compliance.
17. **Preliminary Floor Plans** - A copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities **MUST** clearly indicate ADA

compliance throughout the building. Ball fields, concession stands, restrooms, swimming pools, playgrounds, pavilions, parking lots and other outdoor open space areas should provide as specific as possible plans/drawings indicating ADA accessibility.

18. **Plans and renderings-** All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, walking trail, playing courts, parking lots, etc. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.
19. **Open Project Selection Criteria-** details provided in designated section



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES
WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243
PH: 615-532-0748 FAX: 615-532-0732

LWCF/LPRF/NRTF/RTP GRANT APPLICATION

PARTICIPANT INFORMATION

1. Applicant: _____

2. Applicant is a:

☐ Federal Govt.

☐ Local Govt.

☐ State Govt.

☐ Private Org.

3. List of Project Partners (if any):

4. Region:

East _____ Middle _____ West _____

5. County/Counties:

6. Applicant Address, City, and 9-Digit Zip Code:

911 Street Address, City, 9-Digit Zip Code and GIS Coordinates of project location:

7. Application Prepared by:

Name: _____

E-Mail: _____

Organization: _____

Telephone: _____

Project Contact (Person responsible for daily management of project)

Name: _____

Telephone: _____

Title: _____

Federal ID#: _____

E-Mail: _____

Fax: _____

If applying for LPRF, skip to Question #9

8. Applicant DUNS +4: _____

Date DUNS # Verified (Office Use Only) _____

Is Applicant registered in Central Contractor Registration (CCR)? ☐ Yes ☐ No

If Yes, CAGE # (Opt.): _____ Date CCR Expires: _____

A. In the Applicant's previous financial/fiscal year, did you receive (1) 80% or more of your annual gross revenues in federal funds; and (2) \$25 million or more in annual gross revenues from federal funds?

☐ Yes ☐ No

B. Does the public have access to information about the compensation of the senior executives in the Applicant's organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 780(d)) or section 6164 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

* If Applicant answered "YES" to question A and "NO" to question B, provide the following, list the 5 highest paid executives and his/her compensation amounts in descending order. (The highest paid official is listed first):

Official Name _____

Compensation Amount _____

Official Name _____

Compensation Amount _____

Official Name _____

Compensation Amount _____

Official Name _____

Compensation Amount _____

Official Name _____

Compensation Amount _____

9. Park Name: _____
Project Title: _____

10. Grant Type (Check all that apply)

- ☐ Acquisition ☐ New Construction ☐ Land is publicly owned
☐ Development ☐ Renovation ☐ Land is privately owned (RTP only)
☐ Land owned by applicant ☐ Land is leased by applicant Date lease expires: _____

RTP Only

11. Intended Use (Check one)

- ☐ Motorized Use
☐ Non-Motorized Use
☐ Combination Motorized/Non-Motorized Use
☐ Combination of Motorized Uses
☐ Combination of Non-Motorized Uses

12. Federal Congressional District

Congressman's Name: _____

District Number: _____

13. State Districts

Senator's Name: _____

District Number: _____

Representative's Name: _____

District Number: _____

14. Brief Description of Project

15. Project Funding

Grant Amount Requested \$ _____

Match \$ _____

(50% for LWCF, LPRF and NRTF)

(Minimum 20% match required for RTP)

TOTAL PROJECT COST \$ _____

16. Source and Amount of Applicant's Matching

Funds (20% for RTP, 50% for LWCF, LPRF and NRTF)

Cash/General Fund \$ _____

Force Account \$ _____

3rd Party Land Donation Value \$ _____

In-Kind Services – 3rd Party
donations of volunteer labor/
materials/equip. (For match only) \$ _____

Value of land purchased by
Applicant 12 months before
Grant award or less (LPRF Only) \$ _____

Value of land purchased by
Applicant more than 12 months
before grant award, not previously
dedicated to recreation
(LPRF Only) \$ _____

TOTAL MATCH \$ _____

(TOTAL MATCH should equal Match in Section 15)

_____ Authorized Signature (usually Mayor)	_____ Title	_____ Date
_____ Printed Name	_____ Title	
_____ Authorized Signature of Partner (if applicable)	_____ Title	_____ Date
_____ Printed Name	_____ Title	

NOTE: Overmatches may be shown on a separate sheet.

CN-0429 (Rev. 02/13)

RDAs 2314, 2315, and 2316



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LWCF/LPRF/NRTF/RTP

PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____

Brief Description: _____

☐ Acquisition Only ☐ Development Only ☐ Acquisition and Development ☐ Preservation (NRTF only)

GRANT ADMINISTRATION AND A/E COSTS

	Cost incurred within grant term.	Work to be Completed By:		
		Grantee Staff	Volunteers	Contractor
Architectural/Engineer Fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Administration	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Administrative Costs	\$			

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ☐ Negotiated Purchase ☐ Donation ☐ Easement ☐ Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

_____ New Acreage- for acquisition or development; not previously under 6(f) protection.

_____ Value Added Acreage -additional development of land already under 6(f) protection

_____ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ☐ Publicly owned ☐ Privately owned (RTP only)



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LWCF/LPRF/NRTF/RTP

DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost	To Be Completed By		
				Grantee Staff	Volunteers	Contractor
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Development Cost			\$			

Use Attachment if more space is needed

TOTAL COSTS

Total Grant Administrative Costs	\$
Total Architectural/Engineering Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$

CN-0429 (REV. 02/13)

RDAS 2314-2315 AND 2316



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LWCF/LPRF/NRTF/RTP

PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

☐ LWCF ☐ LPRF ☐ NRTF ☐ RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded protection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|-------|----|-------------------------------|
| _____ | 1. | Deed references |
| _____ | 2. | Adjoining Ownership |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies |
| _____ | 5. | Metes and bounds |
| _____ | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor or Agency Director)

Date

Printed Name and Title



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LWCF/LPRF/NRTF/RTP

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
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LWCF/LPRF/NRTF/RTP

NOTICE OF LIMITATION OF USE

FOR RTP:

If the public property identified in the attached general warranty deed has been acquired or developed with federal Moving Ahead for Progress in the 21st Century (MAP-21), Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he or she finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

Authorized Signature (usually Mayor or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Address

Phone Number

Date

Attach copy of underlying Deed with this NLU and record together.

STATE OF TENNESSEE

COUNTY OF _____

On this _____ day of _____, _____, before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged him/herself to be the _____, and in his/her official capacity, and that he/she as such official, being authorized so to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the Agency, by him/herself, as such official.

Notary Public

My commission expires: _____

LWCF/LPRF/NRTF Frequently Asked Questions (FAQ's)

How many copies of the application do I need to send to Recreation Educational Services Division?

Applicants must submit one copy of the project application on **CD OR USB DRIVE** to:

**Tennessee Department of Environment and Conservation
Recreation Educational Services Division (TDEC-RES)
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, Tennessee 37243**

no later than April 11, 2014 at 4 p.m. CST. Applications should include all support documentation. Hard copies may be submitted with **prior** RES approval only.

Does L&WCF, LPRF, or NRTF fund projects on school property?

Eligible applicants are restricted to county and incorporated municipal governments. Grants cannot go for acquisition or development of park facilities on school property, unless the Board of Education deeds or leases (**for a minimum of twenty-five years**) all or a portion of the school property to the local governing body, and therefore, be eligible for a grant. Property must be open to the public and under the control and management of the local government rather than the school. All deeds and/or leases, surveys, boundary maps and boundary map certification must be included in the grant application.

What does the phrase “in perpetuity” mean?

For grant purposes, it means “forever”. Parkland and park facilities developed with grant funding must remain public parkland and public park facilities from now until the end of time.

Does the local, state or federal government have to own the land to receive a grant?

Yes. Acquisition land that will be dedicated entirely for park or recreational purposes after receipt of the grant may qualify as an applicant’s match. The land must not have been previously used for park or recreational purposes.

The land must be used for public recreation in perpetuity. Cities and/or counties may lease land for no less than **twenty-five years** but only from other governmental entities, including state and federal properties. Cities and counties may not lease land from private citizens, non-profit organizations, civic groups, businesses, industry, etc., to develop park property. In addition, cities and counties may not lease park property to private citizens, non-profit organizations, civic groups, businesses, industry, etc. Cities and counties may enter into “management agreements” with such organizations for the programming, development and maintenance of such facilities; however, the agreement must state that they are non-exclusive to other users. (See question concerning exclusive use.)

Can existing grantee-owned property be used as a match?

Yes. The land must not have previously been used for parks and recreation and must not be part of the protected boundary of a previously funded grant project. The land must be independently appraised as having the same, or greater, value as the amount of the LPRF grant, and must be dedicated entirely for park and recreation purposes after grant award.

Can I purchase land before grant award and be reimbursed for it after grant award?

Yes. You may acquire land and be reimbursed for it as long as it is acquired no more than 12 months prior to grant award. The land acquisition must be independently appraised, and its current value will be evaluated as the match.

I currently have an open project, what must I do to apply for this grant cycle?

If you are a lead grantee in an open L&WCF, LPRF, RTP, or HPP grant, the project must be physically complete and the Project Completion Certification (PCC) form be submitted to our Division on or before **March 28, 2014**. “Physically complete” means that all portions of the project scope and line items that are a part of the grant contract have been fully completed, and all requirements and regulations pertaining to the project are complete, i.e. ADA and CPSC. Once the PCC is received a PARTAS Consultant will conduct an on-site inspection. If the project is lacking completion in any way on April 11, 2014, (ADA compliance, functional use, materials ordered but not in, portions not complete for any circumstance, or any other reason), the grant application will not be accepted. Final reimbursement must be submitted on or before **April 30, 2014**.

Must I have all the cash, in-kind labor, material donations in place before we begin our project?

All governing bodies must submit with the application a resolution or ordinance indicating the amount of funds requested, the source of said funds, and the “applicant's commitment to match the requested amount”. **Any donations of labor, materials and equipment for the project must have a written letter of intent/commitment defining the donation and all letters for donated items must be included in the grant application.** Remember, if you receive a grant, you are required to start work on the project within 180 days of the date of the transmittal letter for the executed contract.

What about Environmental Clearance for the project?

Although a Categorical Exclusion must be filled out and signed by the Mayor to indicate the community is aware of the Environmental Clearances required by the grant if the project is funded, the Environmental Review portion will no longer be required in the application stage for the 2014 grant cycle. Only grant awarded projects will be required to obtain environmental clearances from designated state and federal agencies. These clearances will be obtained by the grantee/applicant after notification of receipt of grant award. If it is noted in the environmental review process that permits, studies or additional reviews may, must, could, would or should be obtained by the grantee, the grantee has 120 days from the receipt of executed contract to obtain

these required documents. These documents may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alternation Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies and will be required prior to any reimbursements being processed. No reimbursements will be processed until all environmental agencies have issued a statement stating that the project is cleared. Once all environmental review agencies have cleared the project, the grantee must prepare a packet for RES including all environmental review agency letters clearing the project for construction and a Categorical Exclusion (CE) request. Once RES returns the executed CE the grantee will have 30 days to submit a request for reimbursement including any past invoices or payments, i.e. grant acknowledgement sign, A&E fees, etc.

I have a project in the form of acquisition/donation for new parkland. Must I submit the appraisals from a certified real estate appraiser with the grant application?

No. All you are required to submit with the application is an “Opinion of Value” prepared by the County Tax Assessor or a Certified Real Estate Appraiser. If the grant is awarded, you will then be required to submit, through a Certified Real Estate Appraiser, two copies of the original appraisal of the property, including photographs.

I am developing a park facility that may only be used during certain seasons and/or months of the year for organized activity. If funded through L&WCF, LPRF or NRTF would it be all right for me to close and lock my facility during the non-use days or months and/or lock it up after the activity is over, such as at 3:00 p.m.?

No. L&WCF, LPRF and NRTF guidelines state that the park facility must be open during reasonable hours for public use every day of the year, **including restrooms**. Some exceptions include holidays, portions of Sundays, wet field conditions, etc. Even if it is the “off-season” for programming, the facility must remain open and accessible to the general public.

I know that my new park facility must be ADA accessible, but what about accessibility from the parking lot to the facility?

Yes. Many communities design accessible facilities yet omit accessible design features from the parking lot or other high-use areas to those facilities. For example, if you are developing/renovating restroom facilities, not only do the restrooms themselves have to be accessible but the pathway from the ADA designated parking in the parking area and other high-use areas must be accessible to them as well. The same applies to playgrounds, ball fields, concession stands, etc.

I have heard the term “exclusive use”, what does this mean?

It means restricting the use of a park or park facilities for varying groups of people, organizations, genders, age differences and religions. We require all parklands and facilities offices that have been developed with L&WCF, LPRF or NRTF funding to post EEOC, Section 504 and Title VI signage in either the park sites or the Mayor’s office. We also require that a sign be placed in a park site/facility that has been funded through an L&WCF, LPRF or NRTF grant acknowledging the State of Tennessee for its assistance.

I am considering applying for ball field maintenance equipment such as a 48” deck mower, in-field drag, finishing mower and aerator. Are these an allowable cost under L&WCF, LPRF or NRTF guidelines?

No. All costs associated with L&WCF, LPRF or NRTF are to be permanent recreation equipment. In other words, any equipment that is movable, such as mowers, portable play equipment, basketballs, tools, and portable bathrooms are ineligible items. If you have any questions about the eligibility of any equipment contact RES for clarification.

What types of safety measures should I follow with our new playground?

When a playground is part of the proposed project, appropriate playground materials and adequate safety surfacing that meets the current CPSC/ASTM/ADA guidelines are required. A HIC test is required to be performed by a third party with a PARTAS Consultant present upon completion of installation of the playground safety surfacing to insure it meets or exceeds current standards.

Do I have to have registered plans if our public works or other governmental employees are constructing the project?

All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, walking trail, playing courts, parking lots, etc. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.

Must my LPRF project abide by State Prevailing Wages?

No, after much research, discussion and a legal opinion, grants administered by RES are not required to comply with State Prevailing Wages.

Can I change the scope of my project if it is selected to be funded?

No, if the project is selected for funding the grantee will be required to complete the project scope with the funding as indicated in the application. If the end cost of the project is more than the total project amount noted in the application, the grantee will be responsible for 100% of the cost overrun to complete the scope of the project.

Can I meet with someone to discuss the scope of the project prior to the application deadline?

Yes, PARTAS Consultants will be available to meet with prospective community's at the Consultant's office to review and discuss their possible LPRF application project scope. The intent of the meeting is to review the main components of the scope and to provide information on items that may not be applicable for LPRF funding. The meeting is not to present the application workshop, to review or provide comments on the scoring section of the application or for the Consultant to select an application project. **The Consultant must be contacted to schedule the meeting by March 7, 2014.** Communities are advised to bring photos of site and

surrounding development, examples or drawings of proposed development and information on the ownership of the parcel to be developed or acquired.

TN Counties and PARTAS

(February 2013)



Gerald Parish, RES Director
731-695-1545
gerald.parish@tn.gov

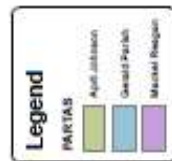
Mackel Reagan, PARTAS Consultant
615-632-0755
mackel.reagan@tn.gov

April Johnson, PARTAS Manager
865-898-0956
april.johnson@tn.gov

Carroll
Chester
Crockett
Gibson
Haywood
Henderson
Lafayette
Madison
Obion

Bedford
Benton
Cannon
Cheatham
Coffee
Davidson
DeKalb
Dickson
Dyer
Fayette
Franklin
Giles
Hardeman
Hardin
Henry
Hickman
Houston
Humphreys
Lauderdale
Lawrence
Lewis
Lincoln
McNairy
Macon
Marshall
Maury
Montgomery
Moore
Perry
Robertson
Rutherford
Shelby
Smith
Stewart
Sumner
Tipton
Trousdale
Wayne
Weakley
Williamson
Wilson

Anderson
Bledsoe
Blount
Bradley
Campbell
Carter
Catoe
Clay
Cocke
Cumberland
Fentress
Granger
Greene
Grundy
Hamilton
Hancock
Harris
Hawkins
Jefferson
Johnson
Knox
Loudon
McMinn
Marion
Meigs
Monroe
Morgan
Overtown
Pickett
Polk
Rhea
Rhea
Roane
Scott
Sevier
Sullivan
Union
Van Buren
Warren
Washington



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02-07-2013
Using ArcMAP 10.0

Match List

Can this funding source be used as a match for the grant we are applying for?	LPRF-State	L&WCF-Federal	RTP-Federal Note: there must be at least a 5% non-federal match.
Cash	Yes	Yes	Yes
Another LPRF or NRTF grant	No	No	No
L&WCF grant	No	No	Yes
In-kind services, materials and equipment	Yes	Yes	Yes
Appraised value of real property not previously dedicated to recreation	Yes	Yes. Acquisition must be within grant term.	Yes. Acquisition must be within grant term.
Permanent Easements	Yes	Yes	Yes
Conservation Easements	No	No	No
Leases	No	No	No
Legislative line item appropriations	No	No	No
TVA	Yes	Yes	Yes
Transportation Enhancement (TE) Funds	Yes	No	Yes
SAFETEA-LU	No	No	No
Urban Forestry grants	Yes	No	Yes
Corps of Engineers	Yes	No	Yes
Grantee's Enterprise Funds	Yes	Yes	Yes
Community Development Block Grants	Yes	Yes	Yes
Art or Historical Commission Grants (Federal only)	Yes	No	Yes
Rural Development	Yes	No	Yes

It is recommended that the applicant confirm that such a match is allowed with the agency responsible for providing the match.

Recreation Educational Services Division LPRF Land Policy

Acquisition of Land with Reimbursement of Acquisition Costs

TCA 67-4-409(i)(4) states that “Any county or municipal government that receives a grant under this section must match the grant with an equal amount of money for each project. The matching money provided by the local government may be used to purchase additional land or to develop facilities on the land that is purchased with the grant.” Typically, land is usually acquired after grant award.

Land as Match for Land Acquisition or Development

One type of LPRF grant involves a land acquisition being used as a match for an LPRF grant for development or land acquisition. TCA 67-4-409(i)(4)(A) states that, in order for land to be used as match: “... the local government may provide as its match a tract of land not previously used for park or recreational purposes that will be dedicated entirely for park or recreational purposes after receipt of the grant and which is independently appraised as having the same, or greater, value as the amount of the state grant.” The current appraised value of the land will be evaluated as match.

Land Acquisition for Reimbursement

There is an exception for land purchased before the award of the grant. TCA 67-4-409(i)(5) deals with land acquisition for which the county or municipality wants to be reimbursed for part of the acquisition costs when the land is acquired before grant award. The following sequence must occur for land acquired prior to grant award to be eligible for reimbursement if a grant is awarded afterwards:

1. The county or municipality must submit a grant application.
2. After the submittal of the application, the county or municipality must purchase land no more than 12 months prior to the award date of the grant
3. The grant must be for reimbursement of the land acquisition costs.

Note: All applicants should be aware that the acquisition of land does not guarantee a grant award and that all eligible applications will be competitively scored.

STATE OF TENNESSEE
Open Project Selection Process
2014 LPRF/LWCF Grant Application
Scoring Criteria

Project Proposal Presentation (Required, if not included project will not be scored)

Project Proposal Presentation:

Provide a power-point presentation properly named in the OPSP folder on the project application CD or USB drive. Provide clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items. No clip-art is permitted. This is your opportunity to “sell” the scoring committee on your project. Criteria to be included in presentation:

1. 2010 Census population of your jurisdiction and total acres currently dedicated to recreation use within the jurisdiction.
2. Demographics of the public you are targeting with project.
3. Explain what public recreation activities/programs you envision occurring at project.
4. Explain the goal of the project and how does it relate to the service area and needs of the potential users
5. Explain the means and funding that will be used to develop the project.
6. Explain if the site is suitable, location and topography, for the development of the project.
7. Explain the future site development and programming plans, future development phases.
8. Explain what makes the project stand out or special.
9. List each objective met from the State Comprehensive Recreation Plan: Tennessee 2020 and provide a summary paragraph of how the project meets each objective. The plan can be found at www.tn.gov/environment/recreation.
10. Provide a 2 year time-line for completion of project if funded.
11. Project Design elements to include use of site, access, ease of maintenance and realistic cost estimates.
12. Pictures of site or developments similar to project, photos submitted should be taken for presentation, no stock photos may be used
13. Project Location Map, with directions to **project site** including cross streets
14. Topographic Map
15. Project Boundary Map
16. Preliminary Site Plans showing proposed (and existing) park structures, facilities and/or trails and environmental items, i.e. trees, streams, etc. The plan must include approximate dimensions of items in project scope and an indication of trees that will require removal

Open Project Selection Process Scoring Criteria (OPSP)

The following documentation must be presented in lettered folders (A, B, C & D) with folders corresponding to the numbered criteria and properly named documents located in the OPSP folder on the project application CD or USB drive.

A. Planning and Design (25 points possible)

1. Detailed Scope of Project

Details should include all items to be developed with grant and dimensions of perimeter of items.

Documentation Required:

- Detailed scope

2. Planning Document

The applicant has a planning document created or revised with the past five years that includes the project and the application conforms to the plan. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.)

Documentation Required:

- Date the plan was produced or updated
- Copy of the planning document that includes the project created or revised in the last 5 years.
- Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.
- List the page number(s) where the project is referenced in the plan, tab and highlight section on page(s)

3. Recreation Budget

Include a copy of the Parks and Recreation budget and general fund budget for the following fiscal years. Provide a written statement from Mayor indicating where in the included budget the location of matching funds for the project.

Documentation Required:

- Copy of the capital improvement plan/budget for parks and recreation - FY14-15 and proposed FY 15-16. For a joint project application, both agencies must provide budget information

4. Recreational Needs Assessment

The recreational need of the project is determined by the results of a needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years.

Documentation Required:

- Date the needs assessment was conducted
- Copy of needs assessment
- Results of needs assessment
- Description of the distribution method for the needs assessment. Give the date(s) of distribution and the number distributed.
- Provide the number of returned needs assessments
- Describe how the needs assessment results show support for project

5. Public Meeting

The applicant must conduct 3 public meeting(s) between February 1, 2012 and April 4, 2014. These meeting are scheduled to specifically discuss the project and obtaining community comments. 1 of the 3 meetings can be conducted **prior** to a regularly scheduled meeting, i.e. City Board or County Commission, but must be advertised per the agency's standard procedures. 1 of the 3 meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. RES suggests locating a sign advertising the meeting at the project development site.

Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing the other means used to promote each meeting.
- Copy of meeting minutes, including a sign in sheet and detailed documentation of the discussion and public comments on the project. Social media type meeting must provide documentation of all comments received, including screen names.

6. Civic (non-governmental) Group Support

The applicant **presented** the project to **two or more** local groups to determine their support of project. Examples of groups include: civic groups, neighborhood associations, advisory boards, youth organizations, etc.

Documentation Required:

- Copy of the group's meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. *Letters from the established leader of the group will not meet this requirement.*

7. Parks and Recreation Board Support

The applicant presented the project to their parks and recreation board and received a motion of support for project.

Documentation Required:

- Copy of the parks and recreation boards meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. For a joint project application, both agencies must provide documentation from their parks and recreation board. *Letters from the board chair or president will not meet this requirement.*

8. Architect and Engineering Plans

Provide a copy of the Architect and Engineering plans **or** a letter from the Mayor indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project, total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost.

Documentation Required:

- Copy of stamped plans for project or letter from Mayor stating they are aware of the above. For a joint project application, both agencies must provide documentation from their Mayor if plans are not provided.

B. Current System Development (20 points possible)

Provide detailed information on the current parks in the recreation system and a list of the types of recreation the proposed project will provide. For a joint project application, both agencies must provide documentation for their current recreation system.

Documentation Required:

- The applicant must provide a numbered and detailed current inventory of recreation sites in the system.
 - Items to include in the details for each park are:
 - 911 addresses of park
 - List of amenities and facilities
 - Acreage
 - List renovations or additions within the last 10 years
 - Provide a copy of any use or maintenance agreements
- List the types of recreation included in the proposed grant project.

C. Management and Maintenance (15 points possible)

Tier II & III Benchmarked communities received automatic points in this section when they supply a copy of their current Benchmarking certificate in the Benchmarking Program section. If a current certificate is not supplied, points will not be awarded.

The applicant's commitment to operating and maintaining the project site will be scored by the following. Provide the documentation specified in the category that best fits.

- The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to insure adequate operation and maintenance. *Provide copy of organizational chart and job descriptions responsible for operating and maintaining the project site.*
- The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. *Provide copy of organizational chart and letter of commitment from department head responsible for operating and maintaining the project site.*
- The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. *Provide 1/2 page summary how the site will be maintained and when open to the general public.*
- An organized volunteer group, such as a civic group or youth sports association, will operate and maintain the site. *Provide 1/2 page summary of the name of the organization that will operate and maintain the site, how the site will be maintained and when open to the general public. Attach copy of letter from the organization committing to operating and maintaining the site.*

D. Benchmarking Program (10 points possible)

If the agency's Parks and Recreation Department is a current Parks and Recreation Benchmarked Community by RES, provide a copy of your certificate. Current means that your certification is valid on April 11, 2014; this is not the same certification as a 3 Star Community from Economic Community Development. If a community submitted a Benchmarking application by the November 30, 2013 deadline, the Benchmarking process must be completed and a notification from RES that the community has completed the benchmarking process must be received by community by April 11, 2014. Submission of a benchmarking application does not ensure a community will be awarded points in this section or that the benchmarking process will be completed by April 11, 2014. If a copy of the community's Benchmarking Certificate is not included, no points will be awarded.

RES Program Compliance (30 points possible)

No information will be provided in the application for this section RES staff will review items in 1 & 2 below and may request supplemental information if deficiencies are found during inspection.

1. RES Program Compliance

- For past grants, completing and returning Post Completion Inspections by deadlines.
- No remaining unresolved issues discovered during Post Completion Inspections.
- No unresolved conversions.
- No undeveloped acquisitions identified for development in previous grants.
- No incomplete past grants, example: non-fulfillment of contracts.
- Participation in RES surveys, certifications, requests & evaluations.

2. On-site Recreation System Criteria

RES will conduct an ON SITE INSPECTION. The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.

CD or USB Drive Layout

Documents library

sample for disk set up

- 1 Grant Application form
- 2 Project Cost Sheet
- 3 Development Project Cost form
- 4 Assurance of Match
- 5 Notice of Limitation of Use
- 6 Project Boundary Map
- 7 Project Boundary Map Certification form
- 8 Legal Description
- 9 Deed of Ownership or Lease
- 10 Survey
- 11 Title Search
- 12 Opinion of Value
- 13 Tax Map
- 14 Location and Topo Maps and directions
- 15 Photographs of Site
- 16 Preliminary Site Plan
- 17 Preliminary Floor Plan
- 18 OPSP

Documents library

A Planning and Design

- 1 Detailed Scope
- 2 Planning Document
- 3 Recreation Budget
- 4 Recreational Needs Assessment
- 5 Public Meeting
- 6 Civic Group Support
- 7 Parks and Recreation Board Support
- 8 Architect and Engineering Plans

Documents library

18 OPSP

- A Planning and Design
- B Current System Development
- C Management and Maintenance
- D Benchmarking
- Project Proposal Presentation

List of Abbreviations

ADA- Americans with Disability Act

APRP – Associate Park & Recreation Professional

ASTM- American Society for Testing and Materials

CE – Categorical Exclusion

CN- Certified Number

CPRP – Certified Parks & Recreation Professional

CPSC- Consumer Product Safety Commission

CST- Central Standard Time

COE – U.S. Army Corps of Engineers

DBE – Disadvantaged Business Enterprise

FAQ- Frequently Asked Questions

FHWA- Federal Highway Administration

FWS – U.S. Fish and Wildlife Service

LPRF- Local Parks and Recreation Fund

LWCF- Land & Water Conservation Fund

NLU – Notice of Limitation of Use

NPS- National Park Service

NRTF- Natural Resources Trust Fund

OGC – Office of General Counsel

OPSP- Open Project Selection Process

PARTAS – Parks and Recreation Technical Advisory Service

REC – Recreation Educational Consultant

RES- Recreation Educational Services Division

RTP – Recreational Trails Program

SAFETEA-LU – Safe, Accountable, Flexible and Efficient Transportation Equity Act, a Legacy for Users

TCA- Tennessee Code Annotated

TDEC- Tennessee Department of Environment and Conservation

TDOA- Tennessee Department of Agriculture

TVA-Tennessee Valley Authority

TWRA- Tennessee Wildlife Resources Agency

USGS- United States Geological Service

EXHIBITS

The following exhibits are required components of the grant application. Follow the instructions on each exhibit in order to provide complete documentation.

Exhibit 1 Location Map

Exhibit 2 Project Boundary Map

Exhibit 3 Topographic Map

Exhibit 4 Preliminary Site Plan showing proposed (and existing) park structures, facilities and/or trails

EXHIBIT 1: LOCATION MAP

A map shall be submitted with each application and shall identify the following items:

1. Location and 911 street address.
2. Definition of the anticipated service area of the proposed project.
3. Location of other park structures within the anticipated service area.
4. North arrow, scale, project title, and date map was prepared.
5. Map size preferred is 11" x 17". Do not include construction drawing.

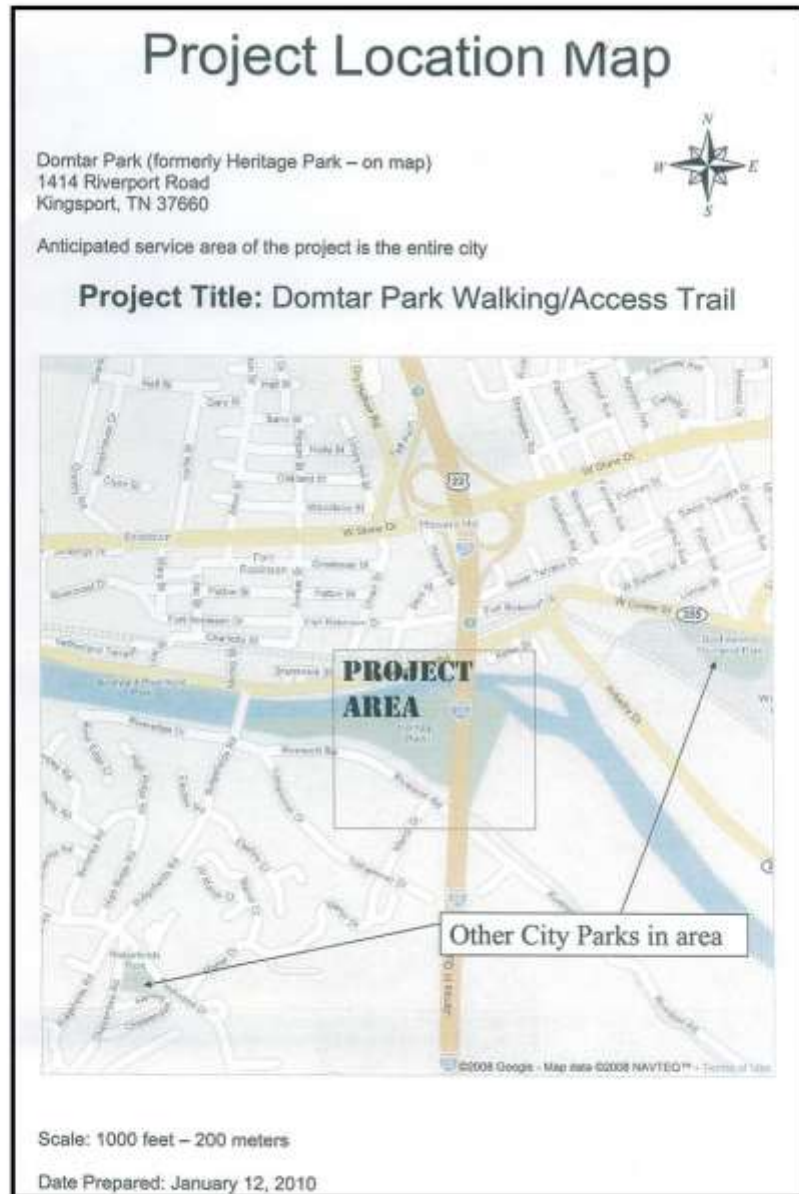


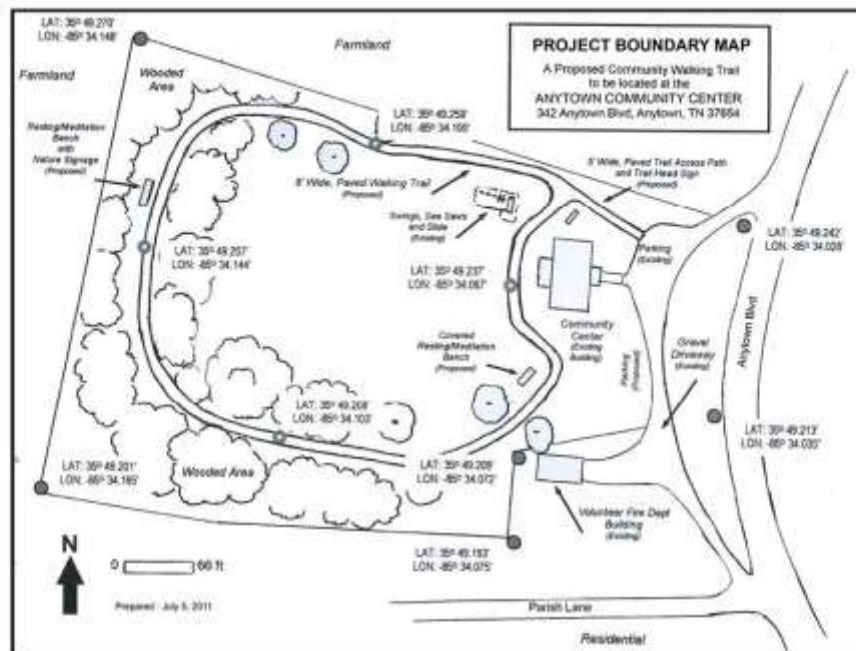
EXHIBIT 2

PROJECT BOUNDARY MAP

A map shall be submitted with each application that specially delineates the proposed boundary of the recreation site(s) project area where grant funds will be expended.

The map shall identify the following items:

1. North arrow, scale, project title and date map was prepared.
2. Any areas under lease and length of term remaining on the lease.
3. Known outstanding rights and interests in the project area held by others (easements, water, timber, subsurface mineral rights, cell tower leases, etc.)
4. The boundary of the project area delineated must be legally sufficient to identify the project for conversion protection from other uses besides recreation.
5. Map size preferred is 11" x 17". Maps larger than 24" x 36" will not be accepted.



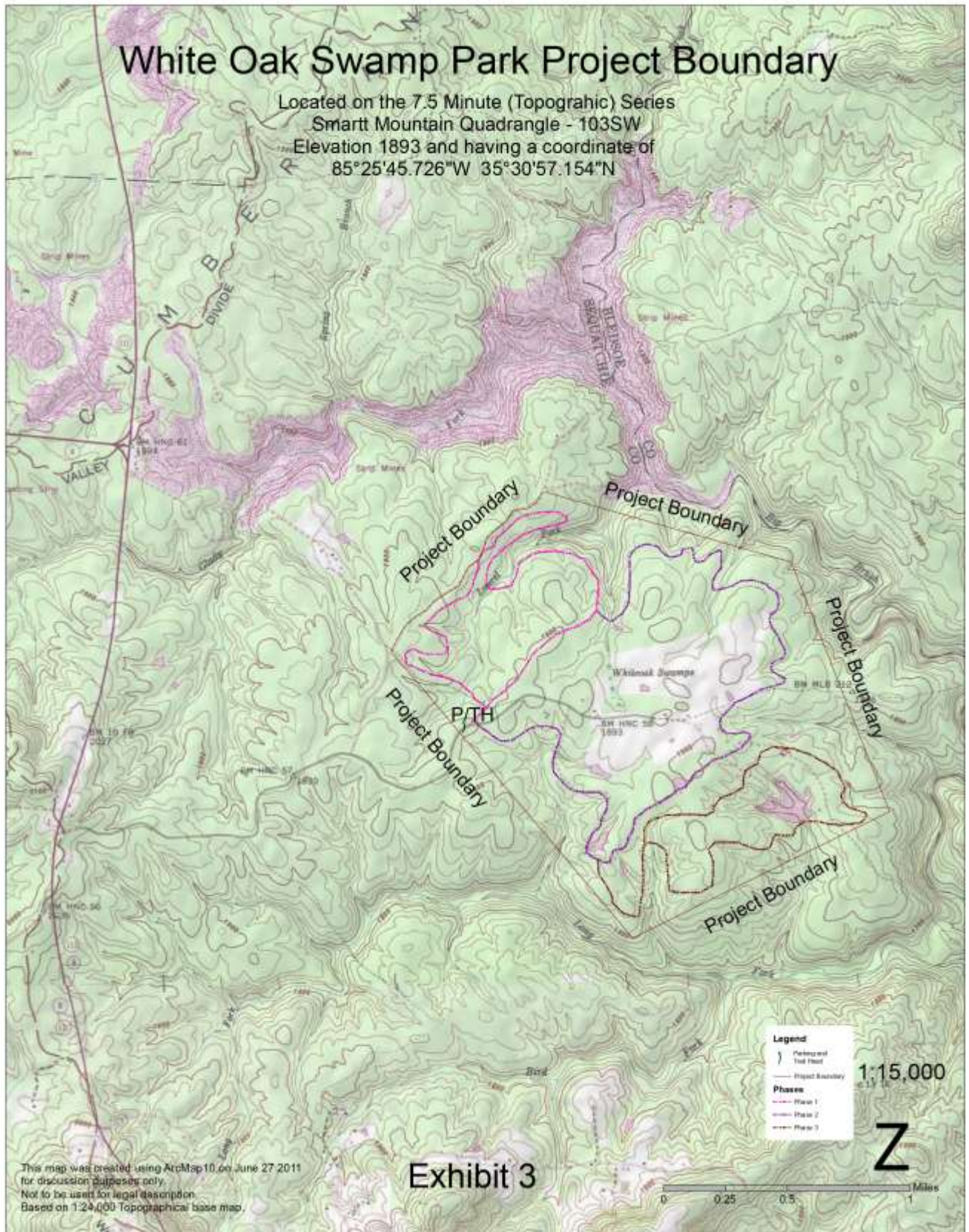
EXAMPLE - SITE BOUNDARY DESCRIPTION

City of Anytown - Anytown Walking Trail Project Boundary Map - Legal Description

Beginning at an iron pin on the right-of-way on Parish Lane, thence North 90 degrees East, 2,080 feet, thence South 0 degrees East, 1,680 feet, thence South 90 degrees West, 2,400 feet, thence North 0 degrees West, 1,355 feet, thence North 90 degrees East, thence North 0 degrees East, 315 feet to the true point of beginning.

The total area of this tract of land is 90.1 acres and lies in the Southeast Quadrant of Anytown, Anytown County, Tennessee.

EXHIBIT 3: TOPOGRAPHIC MAP

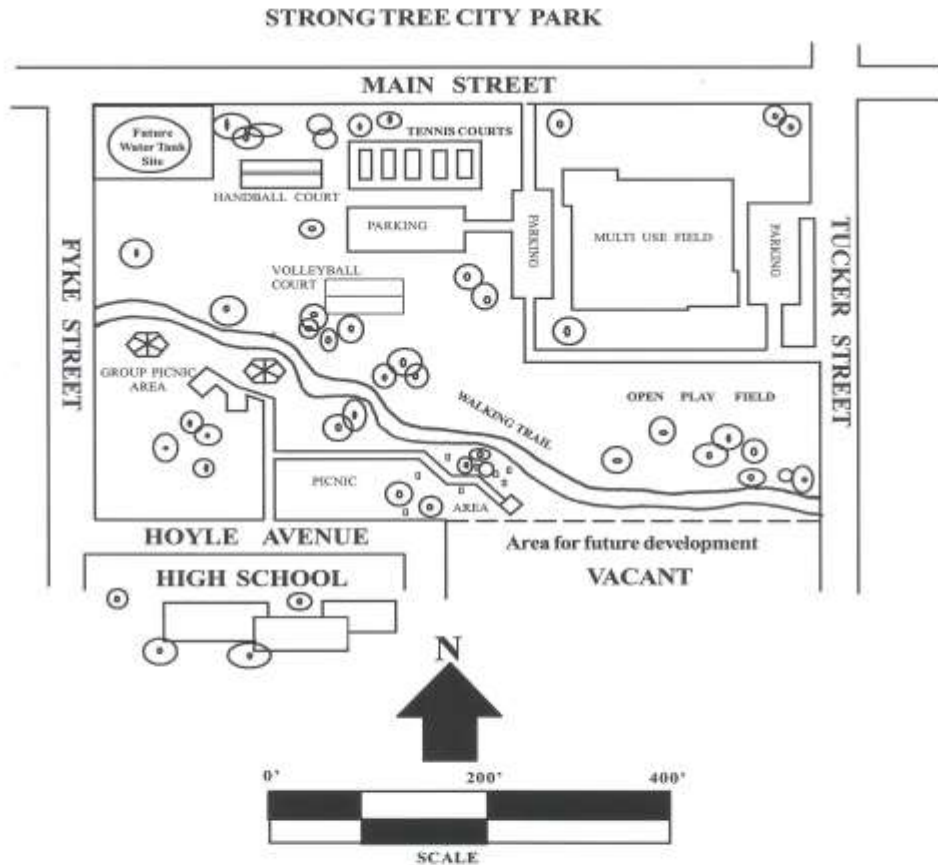


PRELIMINARY SITE PLAN

A plan should be submitted with each application and shall identify the following items:

1. Existing site development.
2. Development proposed for this site
3. Future development (Necessary for all Acquisition projects).
4. Surrounding land uses.
5. North arrow, scale, project title and date prepared
6. Map size: 8 1/2" X 11" (Preferred). No larger than 20" X 25".

NOTE: Please list all improvements on the site plan as existing project proposed or future development.



Preliminary Site Plans are required to have dimensions of development, location of water area and location of any trees that are scheduled to be removed due to development that are 5 inches or larger at chest height.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Council William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243-1102, 1-888-867-7455. ADA inquiries or complaints should be directed to the ADA Coordinator, Human Resources Division, Tennessee Department of Environment and Conservation Recreation Educational Services, William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, Tennessee 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).



Tennessee Department of Environment and Conservation,
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promulgated at a cost of \$.05 per copy. January 2014.